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DS&T EEO GUIDELINES FOR MANAGERS

DS&T Supervisors/Managers Will:

- Review the promotion and succession planning in your office and assure that all employees are given full consideration.
- Actively support the career development of all assigned employees in order to help them realize their full potential.
- Assure that all personnel with supervisory duties attend multicultural awareness and sensitivity training, e.g., Windmills, etc.
- Assure that all employees, especially minorities and women, are considered for upper-level training courses (often referred to as Quota Courses).
- Review minority applicant files and interview those candidates having the potential to meet your needs.
- Assure that women and minorities are appropriately represented on career-related panels.
- Address EEO and sexual harassment type complaints in a prompt, fair, and swift manner and take corrective action.